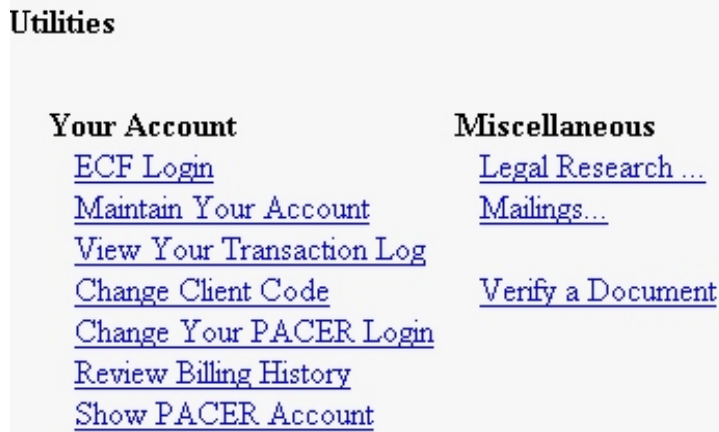


Utilities Feature

The **Utilities** feature provides the means for registered users to maintain their account in CM/ECF and to view all of their transactions. The screen below depicts the **Utilities** menu before the attorney inputs their PACER login and password to view a report or document.



The [PACER](#) information shown on this screen will only appear if you have logged into [PACER](#) through ECF.

Your Account

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all your transactions within ECF.

ECF Login

This option allows the user to return to the login screen and login as a different user or the same user with a different PACER "Client Code". PACER

Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen (shown below).

NDFL CM/ECF Attorney User's Guide

Maintain User Account

Last name	wes	First name	
Middle name		Generation	
Title		Type	crt
Office	Will E. Short		
Address 1	Technical Writer		
Address 2			
Address 3	Room 2301		
City		State	
Country		County	
Phone	(202) 354-3297	Fax	
Bar Id		Bar status	
Initials		AO code	
DOB		End date	

Email information... More user information...

Submit Clear

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status.

DO NOT CHANGE ANY INFORMATION ON THIS SCREEN. INSTEAD, NOTIFY THE CLERK'S OFFICE IF ANY INFORMATION ON THIS SCREEN IS INCORRECT.

Note: A Notice of Address Change should be filed in each case if you experience a change in your address or contact information.

Clicking on the [\[E-mail information\]](#) button opens the following screen.

NDFL CM/ECF Attorney User's Guide

E-mail information for wes

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☐ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

ECF will E-mail to parties their **Notices of Electronic Filing (NEF)** based upon the information entered in this screen. Your primary email address will be added by the Attorney Admissions Administrator as part of the ECF registration process and the box preceding the words “to my primary e-mail address” will be checked.

Should your primary address change, please delete the old address and add the new address by typing it into the field.

Additional Addresses

Perform the following steps to enter additional email addresses for individuals that you wish ECF to notify regarding case pleadings and documents.

1. Enter a check mark by clicking on the box preceding the words “to these additional addresses”.

E-mail information for Gainesville tea

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☒ to these additional addresses

2. Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. **Attorneys are limited to two additional email addresses.** One address should be added per line separated by returns (i.e., the <enter> key on your keyboard) as shown in the example below.

E-mail information for wes

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

☒ to these additional addresses

☒ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☒ Send a notice for each filing

☐ Send a Daily Summary Report

Format notices ☒ html format for Netscape or ISP e-mail service

☐ text format for cc:Mail, GroupWise, other e-mail service

3. Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen (i.e., individual or summary format).

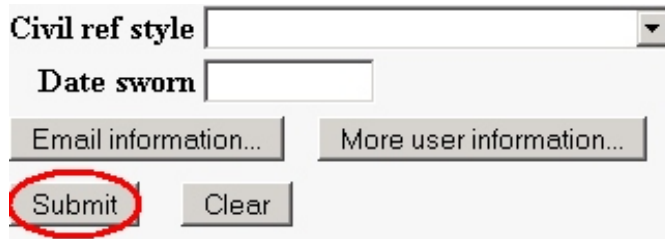
If you wish to receive a separate NEF per electronic filing, then click the radio button preceding the words “**Send a notice for each filing**”. However, if you would rather receive one summary emails for all electronic transaction that occurred with one day, then click the radi button preceding the words “**Send a Daily Summary Report**”.

4. If you wish to enter completely new information about your account, use the [\[Clear\]](#) button to reset the fields on this screen so that they appear as they did when you first accessed this information.

After updating your account information, click on the [\[Return to Account screen\]](#) button to return to your **Maintain User Account** screen. Then, scroll down to the bottom of the screen and mouse-click the [\[submit\]](#) button.

You must click the [\[Submit\]](#) button to apply any changes. Otherwise, CM/ECF will

revert back to the parameters set prior to the addition of your modifications.



Civil ref style

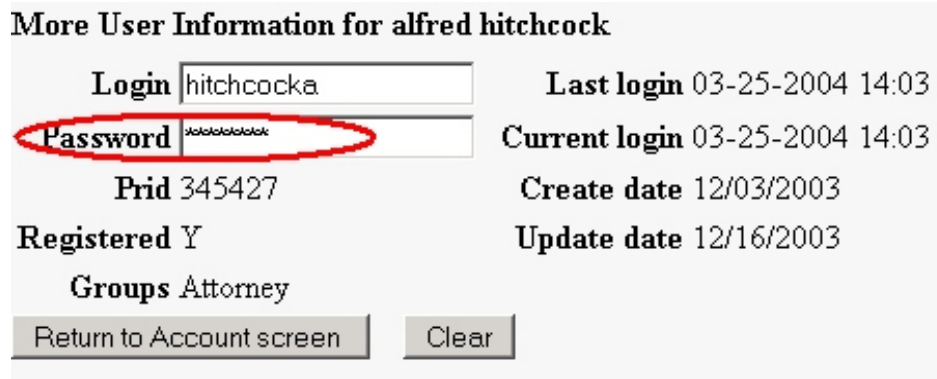
Date sworn

Email information... More user information...

Submit Clear

Changing Your Password

To edit or view your ECF password, select the button labeled [\[More user information\]](#), from the **Maintain User Account** screen. ECF opens the screen shown below:



More User Information for alfred hitchcock

Login hitchcocka Last login 03-25-2004 14:03

Password ***** Current login 03-25-2004 14:03

Prid 345427 Create date 12/03/2003

Registered Y Update date 12/16/2003

Groups Attorney

Return to Account screen Clear

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and highlight the asterisks. The, type in your new password. ECF displays the actual characters of your new password as you type so that you can verify their accuracy before submitting the transaction.

Once you have updated your password, click on the [\[Return to Account screen\]](#) button to return to the **Maintain User Account** screen. Then click the [\[Submit\]](#) button at the bottom of the **Maintain User Account** screen to submit your changes.

You must click the [\[Submit\]](#) button to apply any changes. Otherwise, CM/ECF will revert back to the password set prior to your modifications.

Civil ref style

Date sworn

Email information... More user information...

Submit Clear

After you click **[Submit]** again on the next screen, ECF will notify you onscreen that your updates were accepted. If you changed your password, you should use the new password the next time your log into ECF.

View Your Transaction Log

From the **Utilities** screen, click on the **View your Transaction Log** hyperlink. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria (see sample below).

Transaction Log			
Report Period: 08/16/2001 - 09/04/2001			
Id	Date	Case Number	Text
3212	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes,)
3326	08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by 8/30/2001. (wes,)
3330	08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DEMITRIA RICE. (wes,)
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2]. Motion referred to hnsaklf. Signed by Judge sullivan emmett g on 08/28/01. (wes,)
3335	08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] <i>Preliminary Injunction</i> filed by DEMITRIA RICE. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format)(wes,)
3336	08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] <i>Permanent Injunction</i> filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes,)
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction to cease and desist from assigning plaintiff to work as a cafeteria monitor by DEMITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes,)
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction to cease and desist the assignment of plaintiff to cafeteria monitor by DEMITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes,)
3431	09/04/2001 14:21:26		Updated person record: wes Prid: 2231
3431	09/04/2001 14:21:27		Updated user record: shortw 2231
Total Number of Transactions: 11			

This reporting feature may be used to verify that:

- All of the transactions you entered are reflected in the Transaction Log
- No unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous

ECF provides three **Miscellaneous** functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet.

Note: Some browsers will open the legal research sites within the same browser session causing the user to be inappropriately exited from ECF. If this happens, simply access CM/ECF again and log in using your password and login. You will see a message indicating that you are already logged in. Click the [\[continue\]](#) button.

Select the [Verify a Document](#) hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number.

Multiple hyperlinks are located under the [Mailings](#) hyperlink. These options may be used to open screens for information on a case participant's email or U.S. postal address. A user can also copy and paste the U.S. postal mail address from the screen onto a word processor mailing label or envelope.

PACER Options in the Utilities Menu

After an attorney has logged into PACER, the [Utilities](#) menu will reflect certain self explanatory PACER-related options as shown below:

Utilities

Your Account 1

[ECF Login](#)

[Maintain Your Account](#)

[View Your Transaction Log](#)

[Change Client Code](#)

[Change Your PACER Login](#)

[Review Billing History](#)

[Show PACER Account](#)

Change Your Client Code

Use this option to change the data that you initially added to the “**Client Code**” field when you logged into ECF either on the “**ECF/PACER Login Screen**” or on the “**PACER Login Screen**”. The information added to this field will appear on your quarterly PACER bill.

Note: Always scroll to the top of the login screen so that you can ascertain whether the system is asking for your court-issued ECF password/login or your PACER password/login by the heading.

Review Billing History

This PACER option presents a menu allowing the user to review their PACER transaction by date range.

Review Billing History

Transactions dated: 03/01/2004 to 03/25/2004

Sort: Date

Submit Clear

Show PACER Account

This option gives you access to your current PACER login name and client code information.